

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-AFU-85-40	
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED 9-10-85	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303e, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Grace T. Rowe	5 TELEPHONE EXT. 694-3527	DATE 1-15-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunk</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence ☐ is attached, or ☒ is unnecessary.

B DATE 5 SEP 1985	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Management Branch Directorate of Administration	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	INDIVIDUAL MILITARY PERSONNEL RECORDS (Table 35-1) (Applicable Air Force-wide) The purpose of this submission is to change the retention period in rule 2 to "destroy 90 days after individual is reassigned, discharged, retired or upon unit inactivation (see notes 1 and 2)."	NCI-AFU-83-45	1 item

copy sent to agency 1-16-86
NM

TABLE 35-1 INDIVIDUAL MILITARY PERSONNEL RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
*2	Personnel information file	extra copies of documents covered elsewhere in this regulation or other records necessary to manage the member at the unit/ supervisor level which are kept by the commanders and supervisors in the Command/ Supervisor Assigned Personnel Information File		destroy 90 days after individual is reassigned, discharged, retired, or upon unit inactivation (see notes 1 and 2).